

## **SAMPLE TASK ORDER LETTER**

Exhibit \_\_\_\_\_

Date: \_\_\_\_\_ State Fiscal Year: \_\_\_\_\_ Task Order Letter No. \_\_\_\_\_

In accordance with Paragraph \_\_\_\_\_ of contract routing number *(FY) (agency) (routing #)* between the State of Colorado Department of or Higher Ed Institution *(agency name) (division)* and *(contractor's name)* covering the period of *(contract start date)* through *(contract end date)* the undersigned agree that the supplies/services affected by this task order letter are modified as follows:

### **Task Order Description**

The contractor shall perform the task in accordance with *(the following specifications/statement of work)* described in the contractor's task order proposal dated \_\_\_\_\_, as amended by amended task order proposal dated \_\_\_\_\_, both of which are hereby incorporated by reference.

### **Price/Cost**

The maximum amount payable by the State for *(service/supply)* described above is (\$ \_\_\_\_). The total contract value to include all previous amendments, task orders, etc., is (\$ \_\_\_\_)

### **Performance Period**

The contractor will complete the performance in this task order by \_\_\_\_\_.

This task order is executed pursuant to Paragraph \_\_\_\_\_ of the original contract. The parties agree that all work shall be performed according to the standards, procedures, and terms set forth in the original contract. In the event of any conflict or inconsistency between this amendment and the original contract, such conflict or inconsistency shall be resolved by reference to these documents in the following order: Special Provisions, original contract, attachments/exhibits to the original contract, this task order letter, attachments/exhibits to this task order letter.

The effective date of this task order is upon approval of the State Controller or *(date)*, 20\_\_\_\_, whichever is later.

Please sign, date, and return all copies of this letter on or before \_\_\_\_\_ 20\_\_\_\_.

**Contractor Name:**

**State of Colorado:**

Bill Owens, Governor

By: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
For the Executive Director/College President  
Colorado Department of \_\_\_\_\_ or Higher  
Education Institution

### **ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER**

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. The contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for goods and/or services provided.

**State Controller,  
Arthur L. Barnhart**

By: \_\_\_\_\_

Date: \_\_\_\_\_